

REQUEST FOR PUBLIC RECORDS

PURSUANT TO THE DELAWARE FREEDOM OF INFORMATION ACT  
29 DEL. C. ch. 100



TO: Delaware Solid Waste Authority

YOUR NAME \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

RECORDS REQUESTED: (**Be as specific as you can**, describing types of records, dates, parties to correspondence, subject matter, etc. The public body will make every reasonable effort to assist you in identifying the record being sought. **Requests for voluminous records may be delayed.**)

The first 20 pages shall be provided free of charge. The charge for copies over and above 20 shall be \$0.10 per sheet (i.e., \$0.10 for a single-sided sheet, \$0.20 for a double-sided sheet). Oversized copies shall be an additional cost. Charges for copying records maintained in an electronic format will be calculated by the material costs involved in generating the copies (including but not limited to DVD, CD or other electronic storage costs) and administrative costs. Refer to the public body's policy for information about costs and access to records. The contact person at the Delaware Solid Waste Authority is Libby Kelley, 302-739.5361.

PLEASE CONTACT ME IF COSTS WILL BE GREATER THAN \_\_\_\_\_.

Within 15 business days from receipt of your request the public body must either provide you with access to the records, deny your request, or state that additional time is needed.